

# **VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

Software Release

8.4

PrISMS Contract

05/09/02



National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, Alabama 35812

**VERSION DESCRIPTION DOCUMENT  
FOR THE  
NASA PERSONNEL/PAYROLL SYSTEM  
SOFTWARE RELEASE 8.4**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, ALABAMA

May 09, 2002

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NASA PERSONNEL/PAYROLL SYSTEM  
SOFTWARE RELEASE 8.4**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, AL

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## **1. INTRODUCTION**

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

### **1.1 IDENTIFICATION OF THE RELEASE**

System Name – NPPS

Release Number – Software Release 8.4

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

### **1.2 PURPOSE OF THE RELEASE**

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

### **1.3 SCOPE OF THE RELEASE**

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 8.4, including the following:

- Changes implemented since the last release
- References to other documents affected by this release
- Changes to application files and data formats
- Detailed software installation procedures
- Validation procedures to ensure the reliability of the software changes.

## **1.4 CONTACT POINTS**

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

Telephone: (256) 544-5516

E-Mail: [billy.graham@msfc.nasa.gov](mailto:billy.graham@msfc.nasa.gov)

FAX: (256) 544-1836

## **2. FUNCTIONAL INFORMATION**

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

### **2.1 FUNCTIONAL CHANGES**

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

### **2.2 FUNCTIONAL INTERFACES**

Not Applicable

### **2.3 CRITICAL ISSUES**

Not Applicable

### **2.4 AFFECTED DOCUMENTS**

The following document will be affected by this release:

NPPS System/Software Requirements Specification (SRS)  
NPPS-UOG-10, NPPS User and Operations Guide (UOG)  
Employee Express Interface Change Document (EEICD)

The modified pages of this document will be distributed under separate cover.

### **2.5 APPLICATION SYSTEM ADMINISTRATION**

Not Applicable

### **3. TECHNICAL INFORMATION**

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

#### **3.1 TECHNICAL SYSTEM INTERFACES**

Not Applicable

#### **3.2 DATA DICTIONARY CHANGES**

The data dictionary changes are detailed in Appendix D, Installation Instructions.

#### **3.3 SOFTWARE OBJECT CHANGES**

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

#### **3.4 DATABASE ADMINISTRATION**

The specific database administration activities for NPPS 8.4 are detailed in Appendix D, Installation Instructions.

##### **3.4.1 Release Dataset Names**

The datasets for Software Release 8.4 are included in the Introduction of Appendix D, Installation Instructions.

##### **3.4.2 Inventory of Objects**

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

##### **3.4.3 Storage Considerations**

Not Applicable

##### **3.4.4 Installation Procedures**

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

### **3.5 OPERATIONAL PREPARATION**

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

# **APPENDIX A**

## **ABBREVIATIONS AND ACRONYMS**

## **ABBREVIATIONS AND ACRONYMS**

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
EE	Employee Express
EEICD	Employee Express Interface Change Document
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
L&E	Leave and Earnings Statement
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SLR	Student Loan Repayment Program
VDD	Version Description Document

## **APPENDIX B**

### **GLOSSARY**

## **GLOSSARY**

### **Consolidation Center**

Responsibility for processing and balancing payroll for all centers in the consolidated database.

### **Database Administration**

Responsibility for maintaining the physical database environment.

### **Implementation**

The process by which a NASA site installs a software release and places it into operational use.

### **Operational Preparation**

Preparation by a NASA site for installation and use of an application release.

### **System Administration**

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

**APPENDIX C**  
**FUNCTIONAL CHANGE VALIDATION**  
**PROCEDURES**

## **VALIDATION PROCEDURES SOFTWARE RELEASE 8.4 PERSONNEL & PAYROLL**

### **1. 94000389**

- A. **Purpose:** To give a “soft” edit message on the FTAX, TSP, CTAX, ADDR, ALLOT, and BOND screens when changes are made to ‘Z’ status employee screens to indicate that these employees are in a terminated status
- B. **Test Procedure:**
  - 1) At each screen (FTAX, TSP, CTAX, ADDR, ALLOT, and BOND) for selected test employees, make a change.
  - 2) Run Report NA00201 (Transaction Report) for the test employees.
- C. **Validation:**
  - 1) Verify that each affected screen (FTAX, CTAX, TSP, ADDR, ALLOT, and BOND) returns the edit message, \*\*\*This is a duty status ‘Z’ employee.”
  - 2) Verify the edit message can be bypassed by pressing Enter.
  - 3) Verify the Transaction Report (NA00201) reflects the edit message for the inactive employees.

### **2. 95001496**

- A. **Purpose:** To add the Org Code on the TAEDIT screen.
- B. **Test Procedure:**
  - 1) At the TADIST screen enter SSN for selected test employees and note Org Code.
  - 2) At TAEDIT screen enter Payblock one (1) for selected test employee and note Org Code.
- C. **Validation:**
  - 1) Verify that the Org Code is displayed on the TAEDIT screen
  - 2) Verify that the Org Code displayed on TAEDIT reflects the Org Code the on the TADIST screen.

### **3. 96000290**

- A. **Purpose:** To prevent a “fatal” error from occurring when the RESTLV screen is accessed by an unauthorized user and to provide an error message without the user being kicked out of NPPS:
- B. **Test Procedure:**
  - 1) At SECURE, enter NPPS USERID.

- 2) At SECURADM, press Enter.
- 3) At SECURFUN, locate RESTLV, then blank out the "U", thus removing update access to the RESTLV screen.
- 4) AT RESTLV enter SSN # for selected test employee
- 5) Input a change, then press Enter.
- 6) At the Command line, access some other NPPS screen.

**C. Validation:**

- 1) Verify that a user cannot change a screen if the user's update access has been turned off. The message should read, "User is not authorized to use this screen."
- 2) Verify that the user will not be kicked out of NPPS, but can continue to work in the NPPS.

**4. 96000312**

**A. Purpose:** To insure that data for Locality Pay entered on the TRANSIN screen is not initialized at the wrong time and that the data on the TRANSIN screen is only initialized at end of the Pay Year Processing.

**B. Test Procedure:**

- 1) At the TRANSIN screen, enter an amount at the Local Pay Field for selected test employees.
- 2) At the CTLPAY screen, ensure MTD is set to "Y":
- 3) Schedule/Run Update History (CA00004) through BJS Processes.
- 4) Schedule/Run Update Pay Year End (CA00020) through BJS Processes.
- 5) Schedule/Run Pay Period Initialization (CA00006) through BJS Processes.
- 6) Schedule/Run Normals Recalculation (CA00009) through BJS Processes.

**C. Validation:**

- 1) Verify that the TRANSIN screen has an amount in the Local Pay: TRANSIN field after being initialized (CA00006).
- 2) Verify the batch process, Pay Period Initialization (CA00006), excludes the Local Pay: TRANSIN amount from being initialized when the month-to-date indicator on CTLPAY screen is 'Y'.
- 3) Verify that the Local Pay: TRANSIN amount is being initialized at Pay Year End processing, (CA00020).
- 4) Verify that Update Pay Year End (CA00020) resets the YTD fields on YTDADJ1 and YTDDED1.

5. **96000333**

- A. **Purpose:** To insure error messages on YTDADJ1 screen are clear and less confusing to the user.
- B. **Test Procedure:** At YTDADJ1, attempt to process a change for test employee who has received an AWARD.
- C. **Validation:** Verify the message returned at the YTDADJ1 screen reads, "GROSS ERN YTD NT=NET YTD + TOT EMP DED."

6. **9800064**

- A. **Purpose:** To insure the Payroll Register (NA00202) report prints the "As of Date" when the report is run for an individual employee.
- B. **Test Procedure:**
  - 1) Give selected test employees good time cards through TAEDIT.
  - 2) Schedule/Run NA00202 (Payroll Register) report for a selected individual.
  - 3) Schedule/Run CA00202 (Payroll Register) report for all individuals.
- C. **Validation:**
  - 1) Verify the Payroll Register (NA00202) reflects the "As of Date" on the report that includes only an individual employee.
  - 2) Verify the "As of Date" is visible and reflects the Ending Pay Period Date.
  - 3) Verify the Payroll Register (CA00202) reflects the "As of Date" on the report run for all individuals.

7. **98000135**

- A. **Purpose:** To correct Daily Reports (NE00003) generation of Mass Performance Rating (NOAC 990). With this modification, only employees with an Employee Indicator = blank and specific Pay Plans, Position Types, and Tenure Codes will receive a Performance Rating.
- B. **Test Procedure 1:**
  - 1) Set Performance Date Code (in CTLPER) to 1.
  - 2) Schedule and Run Daily Reports (NE00003).
- C. **Validation 1:** Verify Performance Rating Actions are generated for employees who meet the following criteria.

Employee Indicator	= blank, and
Pay Plan	= AD, CA, Gx, and
Position Type	= 6, 7, 8 (or 5, if Tenure Code = 3), and
EOD Month and Year	is less than or equal to the system date
- D. **Test Procedure 2:**

- 1) Using PDELETE, delete the NOAC 990s suspended in Test Procedure 1.
  - 2) Set Performance Date Code (in CTLPER) to 2.
  - 3) Schedule and Run Daily Reports (NE00003).
- E. **Validation 2:** Verify Performance Rating Actions are generated for employees who meet the following criteria.
- |                    |                                                                            |
|--------------------|----------------------------------------------------------------------------|
| Employee Indicator | = blank, and                                                               |
| Pay Plan           | = AD, CA, Gx, and                                                          |
| Position Type      | = 6, 7, 8 (or 5, if Tenure Code = 3), and                                  |
| System Date        | is greater than or equal to the last performance rating date plus one year |

8. **99000059**

- A. **Purpose:** To correct Personnel Register to reflect an accurate number of “detailed out” employees in “Total Complement.”
- B. **Test Procedure:** Schedule and Run Personnel Register (NE00351) through BJS.
- C. **Validation:**  
Verify the number of “detailed out” employees in Total Complement is accurate and corresponds to the supporting details in the report.

9. **20010021**

- A. **Purpose:** To correct the Parameter Screen for the Annual Leave Liability Report. NPPS Job Directory should include a default selection of A or B for Parameter Screen for Report 426.
- B. **Test Procedure:**
  - 1) Schedule/Run Annual leave Liability (NA00426) through BJS Processes.
- C. **Validation:**
  - 1) Verify that the correct default values (“A” and “B”) are displayed in the Option Code field on the parameter screen
  - 2) Verify that the report runs to completion and reflects the selected parameter.

10. **20010063**

- A. **Purpose:** Implements Referral Bonus (NOAC 848) processing for the new NOAC 848.
- B. **Test Procedure:**
  - 1) Suspend a Referral Bonus (NOAC 848, Award Type = “W”) through PERACT.

- 2) Mature the action.

C. **Validation:**

- 1) Verify the action is passed to payroll QAWARD.
- 2) Verify Personnel History is updated.

11. **20010068**

A. **Purpose:** To modify page breaks on the Cash Awards Edit Listing (NA00117) to ensure the report prints as many awards as possible on each page and related information for that award on the same page.

B. **Test Procedure:**

- 1) Enter Non-Personnel Awards thru CASHPAY for the selected test employees.
- 2) Schedule/Run Report Cash Awards Edit Listing (NA00117) report.

C. **Validation:**

- 1) Verify the Cash Awards Edit Listing reflects as many awards (and related data for the PR number) as possible for each page of the report.
- 2) Verify that two lines are skipped between each award.
- 3) Verify that the second to fourth lines are not on the next page.
- 4) Verify that the listing is of all non-personnel cash awards processed during the selected current pay period.

12. **20010069**

A. **Purpose:** To modify the Tax Withholding Report (CA00408) to include the Pay Period Ending Date in the report header for Agency Totals.

B. **Test Procedure:**

- 1) Schedule/Run Time and Attendance Update (CA00003) through BJS Processes.
- 2) Give selected test employees good time cards through TAEDIT.
- 3) Schedule/Run Tax Withholding Report (CA00408) agency totals report through BJS Processes.

C. **Validation:**

- 1) Verify the Pay Period Ending Date is reflected in the header on the Agency Totals page.
- 2) Verify that the Tax Withholding Report (CA00408) includes the correct Pay Period Ending Date.

13. **20010079**

- A. **Purpose:** To modify Bond processing to include the Bond Series on the Transaction Report (201).
- B. **Test Procedure:**
  - 1) Add a new Bond and Owner.
  - 2) Change Owner data for an existing Bond
  - 3) Schedule / Run / Print the Transaction Report through BJS.
- C. **Validation:** Verify each "BOWN" transaction on the report reflects the appropriate Bond Series ("EE" or "I").

14. **20010080**

- A. **Purpose:** To add Head of Household Status to TTAX and to modify NPPS to read TTAX, Marital Status H, when employee elects "H" in Alabama.
- B. **Test Procedure:**
  - 1) At TTAX, verify State Tax Code "AL" shows as the State on TTAX.
  - 2) Change Marital Status to H.
  - 3) Marital Status S and H have the same values as far as the percentages are concerned
- C. **Validation:**
  - 1) Verify that H has been added to TTAX.
  - 2) Verify that H can be entered on FTAX screen.
  - 3) Verify that employee claiming H has Normals recalculated correctly.
  - 4) Verify that employee is paid correctly and the proper taxes are deducted when filing status is H.

15. **20010081**

- A. **Purpose:** To insure the QTAR Totals for each pay block and the Center totals equal.
- B. **Test Procedure:**
  - 1) At QTAR screen enter each pay block number note totals
  - 2) After center totals, Add number of employees, present, missing, and errors for all pay blocks
  - 3) At TAEDIT Select time card in error and correct it
  - 4) At QTAR screen repeat for each Payblock.
- C. **Validation:**
  - 1) Verify that the totals for all pay blocks equal the Center totals for employees.

- 2) Verify that when errors are corrected the totals still balance.
- 3) Verify that even with E's and M's the totals for Center and pay blocks are in balance.

16. **20010082**

- A. **Purpose:** To insure that the month to date (MTD) field on the CTLPAY screen is set to "Y" at the correct time and the month to date fields on the YTDADJ1 screen are not reset during the wrong pay periods.
- B. **Test Procedure:**
  - 1) At CTLPAY screen, change TSP EFFDATE, TSP TAPE SEQ, PAY PERIOD, TAX QUARTER, CURRENT LEAVE PERIOD, Pay period beginning date, Pay period ending date, MONTH TO DATE (ENTER N).
  - 2) Give selected test employee a time card.
  - 3) Schedule/Run Update History (CA00004) through BJS Processes
  - 4) Schedule/Run Pay Period Initialization (CA00006) through BJS Processes.
- C. **Validation:**
  - 1) Verify that pay period dates rolled to the next pay period beginning 12-02-01.
  - 2) Verify that the current leave period rolled to 24
  - 3) Verify that the MONTH TO DATE (Y/N) has a Y.
  - 4) Verify from YTDADJ1 that the data is correct and has not been reset.

17. **20010084**

- A. **Purpose:** To modify the "rounding" of Availability Pay in the Personnel Mature process.
- B. **Test Procedure:** Suspend and mature NOAC 918.
- C. **Validation:** Verify the Availability Pay in Personnel (i.e., PERMAST) is rounded up or down as appropriate to the nearest cent.

18. **20010094**

- A. **Purpose:**
  - 1) To modify the TSP screen display of TSP Amount
  - 2) To modify the Transaction Report (201) to reflect the correct TSP Amount
- B. **Test Procedure:**
  - 1) Change a TSP Amount (TSP screen) to zero for a participating employee.

- 2) Change the TSP Amount (for the same employee) to a value > than zero.
- 3) Schedule / Run / Print the Transaction Report (201) through BJS.

**C. Validation:**

- 1) Verify the TSP Amount (TSP screen) is blank (rather than zero).
- 2) Verify the "From" and "To" TSP Amounts on the Transaction Report are correct.

**19. 20010099**

**A. Purpose:**

- 1) To modify Bond processing so that "I" Series Bonds are not "purchased" until the face amount has been paid.
- 2) To modify Bond processing so that Bond Date (BOND screen) is a closed field, populated only by a system generated month and year.

**B. Test Procedure:**

- 1) At the BOND screen, change the Required Deduction for an I Series Bond to equal the bond's face value.
- 2) For a second employee, change the Required Deduction for an I Series Bond to equal one-half the bond's face value.
- 3) Process Payroll.
- 4) At the BOND screen for the employee in step 1, try to change the Bond Date.

**C. Validation:**

- 1) Verify the I Series Bonds have a system generated Bond Date only when the face amount has been paid.
- 2) Verify the Bond Date cannot be changed once set by the system.

**20. 20010107**

**A. Purpose:** To add the capability to NPPS for Student Loan Repayment including the Student Payment Amount in the taxable earnings for federal, state, city, HIT and FICA deductions and to accept taxes paid by cash as well as thru payroll deductions.

**B. Test Procedure:**

- 1) Select employee to receive Student Loan Repayment. Command to the SLR screen, enter the amount of the repayment. Hit enter. Command to TAEDIT, give the employee a good time and attendance card. From BJSM submit Job 4 to run, after job 4 is finished, run report 202, Payroll Register.
- 2) Select another employee to receive Student Loan Repayment. This

employee will pay the taxes on the repayment amount by a personal check. Enter the SLR amount on the SLR screen, enter Y to indicate personal payment of the taxes. Enter the applicable taxes on the SLR screen, hit enter. The YTDADJ1 and YTDDED1 screens are automatically updated when you hit enter. Give the employee a good time and attendance card. From BJSMM, submit Job 4. When Job 4 is finished, submit report 202 to show employees pay. When both employees have been paid and job 4 has been run, then submit Report 205 Student Loan Repayment Report.

**C. Validation:**

- 1) Verify first employee is paid correctly, verify that the federal taxes, HIT, OASDI, state, and city (if applicable) include the SLR amount in the calculation of taxable earnings and amount of taxes paid. First employee will have taxes deducted through payroll deduction.
- 2) Verify second employee is paid correctly and that the SLR amount is included in the taxable amount for federal, state, city, HIT and OASDI wages. Taxes deducted and entered on the SLR screen will automatically be updated on the YTDDED1 screens. The SLR amount will automatically be updated on the YTDADJ1 screens.
- 3) Verify that the taxable amounts displayed on the 202 report include SLR and exclude TSP and tax-exempt FEHB where applicable.
- 4) Verify that amounts shown on Report 205 are correct according to data entered on the SLR screen
- 5) Verify that SLR amounts flow to Report 202, 408, 205, 406, 418, 419, 555 (leave and earnings record) and the dataset for the SSA tape.

**21. 20010111**

**A. Purpose:** To insure that the TSP contribution can be reached using TSP AMT field on the TSP screen and to include availability pay in the deduction calculation.

**B. Test Procedure:**

- 1) At TSP screen at TSP PCT field enter EMP MAX RATE from TRETIR screen.
- 2) Give selected test employees good time cards through TAEDIT.
- 3) At TSP screen at TSP AMT field and enter max amount from EMP DED AMOUNT (no cents).
- 4) At TSP screen at the TSP AMT field and enter an amount greater than that from EMP DED AMOUNT.

**C. Validation:**

- 1) Verify that NPPS has been modified to include availability pay in TSP

deduction calculation.

- 2) Verify that a message does not occur when trying to reach the TSP Maximum dollar amount.
- 3) Verify that a message is returned, “\*\*\* EMP DED\$ EXCEEDS THE LIMIT ALLOWED”, *after* attempting to change TSP Amount to an amount greater than the Maximum.

## 22. 20010121

- A. **Purpose:** To modify the sequence of actions displayed on the EMPSERV screen.
- B. **Test Procedure:**
  - 1) Suspend any two Personnel Actions, each with the same Effective Date, for an employee.
  - 2) In Personnel Suspense, reverse the “Sequence” of the actions.
  - 3) Mature the actions.
  - 4) Check the EMPSERV screen.
- C. **Validation:** Verify the matured actions are displayed in EMPSERV with the second action displayed first.

## 23. 20010123

- A. **Purpose:** To automatically set Personnel Mature Lock when Job 3 and Job 4 are scheduled.
- B. **Test Procedure:**
  - 1) At CTLPAY MATURE LOCK should be set to N
  - 2) Schedule/Run Time and Attendance (CA00003) through BJS Processes.
  - 3) At CTLPAY MATURE LOCK should be set to Y before Job 3 begins
  - 4) Change Y to N
  - 5) Schedule/Run Update History (CA00004) through BJS Processes.
  - 6) At CTLPAY MATURE LOCK should automatically be set to Y before Job 4 starts.
- C. **Validation:**
  - 1) Verify that MATURE LOCK will be automatically changed to Y before Job 3 starts processing.
  - 2) Verify that MATURE LOCK will be automatically changed to Y before Job 4 starts processing.

## 24. 20010124

- A. **Purpose:** To modify NPB4010, adding blanks before and after the “EXEC” command. (Note that there is no functional impact on user community.)
- B. **Test Procedure:** Schedule and Run any two batch jobs through BJS.
- C. **Validation:** Verify the job execute properly and run to completion.

25. **20010125**

- A. **Purpose:** Consolidate Employee Express Leave & Earnings Statements into a pair of files, rather than two for each installation.
- B. **Test Procedure:**
  - 1) Process Payroll.
  - 2) Schedule and run Leave & Earnings Statements (NA00555) through BJS for at least two installations.
  - 3) Schedule and Run L&E to EmpExp (CAEE006) through BJS for the two installations.
- C. **Validation:** Verify there are only two output L&E datasets from job CAEE006.

26. **20010129**

- A. **Purpose:** To modify the Employee Express Master File (CAEE002) to include an “N” in FEHB Eligibility Indicator when the corresponding NPPS FEHB Full Pay indicator = ‘C’.
- B. **Test Procedure:**
  - 1) Change an employee’s FEHB Full Pay indicator to ‘C’.
  - 2) Schedule and Run Create EE Master File (CAEE002) through BJS.
- C. **Validation:**

Verify the output EE Master File includes an “N” in column 452 of the appropriate employee record.

27. **20010164**

- A. **Purpose:** To correct Miscellaneous Deductions and Use/Lose Date on the Employee Express Leave & Earnings Statements.
- B. **Test Procedure:**
  - 1) Using screen MISC, add both positive and negative Miscellaneous Deduction Amounts to selected employee records.
  - 2) Using screen AL, maximize the Ceiling field for an employee.
  - 3) Process a Payroll.
  - 4) Schedule and Run Leave & Earnings Statements (NA00555) for the appropriate installation.

- 5) Schedule and Run L&E to EmpExp (CAEE006) through BJS for the appropriate installation

C. **Validation:**

- 1) Verify the output dataset includes Code 316 in position 1582, following by the appropriate Misc Deduction Amounts.
- 2) Verify the "S" version of the dataset includes "negative" signs (-) for negative amounts, rather than the former "right brackets" (}).

28. **20010172**

- A. **Purpose:** To modify the Employee Service Record (Report 154) to reflect PCA Annual Amount for NOAC 918 instead of Employee Salary Amount.

B. **Test Procedure:**

- 1) Suspend and mature a NOAC 918.
- 2) Schedule and Run the Employee service Record (NE00154) through BJS.

- C. **Validation:** Verify that PCA Annual Amount is displayed instead of Salary amount.

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 8.4  
MAY 2002**

The purpose of this release is to implement the changes allocated to software release 8.4 described below.

**SOFTWARE RELEASE 8.4**

RC 1620s IMPLEMENTED

CCR	Description
94000389	Soft Edit when Changing 'Z' Status Employees
95001496	Add Org Code to TAEDIT screen
96000333	Message confusing on YTDADJ1 screen – reword it
98000135	Mass Performance Rating, Correction for NOAC 990
20010063	NOAC 848
20010068	117 reports prints one award per page
20010079	Report 201 BOWN Transactions
20010080	AL needs Head of Household Included
20010084	LEO Avail Pay Should be Rounded
20010099	Bond Deduction Cannot Be Changed
20010107	Student Loan Repayment
20010121	EMPSEV/HISTMAIN/AUDIT screen display wrong order
20010123	Personnel Mature Locks
20010124	NPB4010 EXEC statement should change
20010125	Single Employee Express L&E File
20010129	Childs Equity Act through EE
20010172	Report 154 show PCA amt instead of salary

\*\*\*\*\* RECORD COUNT = 17

DR 1620s IMPLEMENTED

CCR	Description
96000290	Fatal Error on RESTLV screen when user not authorized to access payblock
96000312	Reset Locality Transfer In Amount during PP Init
98000064	Report 202 – fill in blank “as of” date
99000059	Report 351 Total Complement
20010021	Parameter screen not showing default parameter
20010069	Pay Period Date is missing from 408 Agency Total Report
20010081	QTAR Totals do not Match
20010082	CTLPAY MTD Field Being Set Incorrectly
20010094	TSP Screen / Rpt 201 Cosmetic Changes
20010111	TSP 11% max with TSP AMT Field
20010164	Amounts going incorrectly to L&E via the web

\*\*\*\*\* RECORD COUNT = 11

## **APPENDIX D**

### **INSTALLATION INSTRUCTIONS**

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 8.4  
May 2002**

**Introduction**

Release Date – May 09, 2002

Release Inventory:

Dataset Names:

The following dataset is located on the transient storage DASD volumes under the following dataset name:

- MSMOV.NPPS.PROD.R840.R0502.SRC
- MSMOV.NPPS.PROD.R840.R0502.GLS
- xxMOV.NPPS.PROD.R840.R0502.PRD

Physical media:  
VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone: (256) 544-5516  
E-Mail: [billy.graham@msfc.nasa.gov](mailto:billy.graham@msfc.nasa.gov)  
Fax: (256) 544-1836

## **Installation Sequence**

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

- 1.0 Backup Existing Data
- 2.0 Copy Source/Object Code
- 3.0 Pre-Predict Data Conversion
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 7.0 Post-Predict Data Conversion
- 8.0 JCL/BJS/Xerox Modifications
- 9.0 Special Instructions
- 10.0 Installation Checklist

### **1.0 BACKUP EXISTING DATA**

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

### **2.0 COPY SOURCE**

#### **2.1 Copy Source Modules**

When installing software release 8.4, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R840.R0502.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

## Natural Source Modules by Type

Global Data Areas	0
Copycode	0
Maps	12
Helproutines	0
Subroutines	2
Subprograms	7
Local/Param Data Areas	6
Programs	67
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	94
Total Views Unloaded	0
Total Objects Read	94
Total Object Unloaded	94

## 2.2 List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.4.

MODULE	NAME
LDA6160A	NPS2-PAY-MASTER view
LDA6160B	NPS2-PAYHIST-ONE view
NAL3161B	NPS2-PAY-MASTER view
NAL6161A	NPS2-PAYHIST-TWO view
NPB000LA	NPS2-PAY-MASTER VIEW
NPB000LD	NPS2-PAY-MASTER VIEW
NAM0120	Master selection MER menu screen
NAM1233	BOND screen
NAM1237	Thrift Savings Plan
NAM1431	Screen 1 of YTDADJ1
NAM1431A	Screen 2 of YTDADJ1
NAM1431B	Screen 3 of YTDADJ1
NAM1431C	Screen 4 of YTDADJ1
NAM1431D	Screen 5 of YTDADJ1
NAM3100	Add Org Code to TAEDIT screen
NAM555A	MAP front side of L&E
NSS201FF	Report 201 BOWN Transactions
NSS6161	Store Pay history two record

<b>MODULE</b>	<b>NAME</b>
EEB002	Children's Equity/EE
EEB006	Leave & Earnings File For Web
EEB006A	Insert Minus Signs For Negative Field
NAB117	117 reports prints one award per page
NAB201	Transaction report
NAB202	Payroll Register part one not Filling AS OF date
NAB202A	Payroll Register print
NAB406A	SF1166 – Voucher and Schedule of Payments
NAB408D	Pay Period Date is missing from 408 Agency Total Report
NAB418	Process W-2 Forms
NAB419	Checkout Report for W-2 Tax Forms
NAB555	Leave and Earnings statement
NAB557	Leave and Earnings reprint
NAB6040	Student Loan Repayment SSA Tape
NAB6050	End of Year Update
NAB6060	Pay Period Initialization
NAB6080B	Alabama Head of Household – Batch Normals
NAB6160	History file update part 1
NAB6161	History file update part 2
NAB818	Source of Funds Report for Current Pay Period
NAB818B	Source of Funds Report for FTE YTD
NAO1001	Master selection MER menu MSTM
NAO1120	Address screen
NAO1231	Allotment screen
NAO1233	Bond screen
NAO1233S	BOWN Screen
NAO1233T	Bond screen
NAO1237	Thrift Savings Plan
NAO1241	FTAX screen
NAO1241B	FTAX Screen
NAO1242	CTAX screen
NAO1242B	CTAX Screen
NAO1360	Error program
NAO1431	YTD earnings and hours adjustments part 1
NAO1431B	YTD earnings and hours adjustments part 2
NAO1431C	YTD earnings and hours adjustments part 3
NAO3100	Add Org Code to TAEDIT screen
NAO3150B	Net pay calculations
NAO3150C	Net pay calculations
NAO3150D	Net pay calculations

<b>MODULE</b>	<b>NAME</b>
NAO3150F	Net pay calculations
NAO3150G	Net pay calculations
NAO3160A	Backout
NAO3160B	Backout
NAO3200	QTAR Totals do not Match
NAO426P	Parameter screen not showing default parameter
NAO9120O	Alabama Head of Household – Online Normals
NEB154B	Show PCA amt instead of the salary
NEB154C	Show PCA amt instead of the salary
NEB154D	Show PCA amt instead of the salary
NEB351B	Personnel Register
NEB9400	Personnel Actions Interface
NEB9600	Calculate different age fields in Daily Reports
NEO1912	Relational Edit Module: LOB, LOC, LOE
NEO1914	Relational Edit Module: NOC
NEO1954	Relational Edit Module: NOO, AWK, DCA, NOM
NEO1956	Relational Edit Module: NOE
NEO3130	Personnel Mature / Payroll Update
NEO4030	SF50 Suspense Transaction Select
NEO4040	SF50 To/From Print Fields
NEO4050	SF50 Print Fields
NEO4130	SF50 Suspense Transaction Selection
NEO4140	SF52 To/From Print Fields
NEO4150	SF52 Suspense Transaction Selection
NEOB002	Employee Service Record
NPB4010	BJS EXEC statement add blanks before/after
NPB4070	CTLPAY MTD Field Being Set Incorrectly
NPS606SA	Pay Period Initialization
NSS1900K	Get Pay Fields

RELEASE PROGRAMS (MOD) ==> 87

## 2.3 List of Source Code Additions

The following is a list of all modules that were created for the software release 8.4.

MODULE	NAME
NAM1431E	Screen 6 of YTDADJ1
NAM1480	SLR screen
NSS201ZC	SLR screen layout (NAO1480)
NSS5001	Calc SLR state/city deduction
NAB205	Student loan repayment report
NAO1480	SLR module
NPB005	Set Personnel Data Lock Flag to 'Y'

RELEASE PROGRAMS (NEW) ==> 07

## 2.4 List of Source Code Deletions

Not applicable

## 3.0 PRE-PREDICT DATA CONVERSION

Not applicable

## 4.0 INSTALL PREDICT

### 4.1 Data Dictionary Changes

This release includes the enhancements for version 8.4.0. Details for changes in this release can be found under paragraph 4.1.3, Physical File Changes, or by performing Predict reporting on the keyword NPPS-8.4.0.

Use SYSDICBE to load the PREDICT modifications from the dataset  
xxMOV.NPPS.PROD.R840.R0502.PRD.

The following NPPS Data Definition Modules (DDMs) should be generated after the PREDICT load is complete.

NPS2-PAY-MASTER  
NPS2-PAY-PHYSICAL  
NPS2-PAYHIST-ONE  
NPS2-PAYHIST-TWO  
NPS2-PER-HISTORY

### 4.1.1 Inventory of Objects

The object types and inventory listed below represent a comprehensive count of the PREDICT object modules for this release.

Predict Objects by Type:

Keyword	1
Standard Files	0
Conceptual Files	2
ADABAS Files and Views	16

### 4.1.2 Storage Considerations

The changes represented by this release should not affect storage requirements.

### 4.1.3 Physical File Changes

Use the ADABAS Utility commands listed below to build the JCL for the file changes. Cut and paste the ADADBS control statements directly into the TSO ISPF editor. Call RICK BISHOP (256)544-5352 with any questions or problems.

Add the following fields:

NPS2-PAYHIST-ONE		File # 225						
Ty	L Field ID	F	Length	Occ	D	U	DB	S
*-	-	*-	-	-	*	*	--	*
1	SLR-HIST-CURR-AMT	N	8.2				NI	N
1	SLR-HIST-YTD-ADJ-AMT	N	8.2				NO	N
1	SLR-HIST-RMRKS-TEXT	A	25.0				NQ	N
1	SLR-HIST-CASH-CLCTN-IND	A	1.0				NU	N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=225
ADADBS FNDEF='01,NI,10,U,NU'
ADADBS FNDEF='01,NO,10,U,NU'
ADADBS FNDEF='01,NQ,25,A,NU'
ADADBS FNDEF='01,NU,1,A,NU'
/*
```



Add the following fields:

#### NPS2-PAYHIST-TWO

#### File # 226

Ty	L	Field ID	F	Length	Occ	D	U	DB	S
*-	-	-----	*	-----	-----	*	*	--	*
1		SLR-HIST-YTD-AMT	N	8.2				SX	N
1		SLR-HIST-ADJ-QTD-AMT	N	5.2				SY	N
1		SLR-HIST-ADJ-MTD-AMT	N	5.2				SZ	N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=226
ADADBS FNDEF='01,SX,10,U,NU'
ADADBS FNDEF='01,SY,7,U,NU'
ADADBS FNDEF='01,SZ,7,U,NU'
/*
```

Add the following fields:

#### NPS2-PAY-PHYSICAL

#### File 227

Ty	L	Field ID	F	Length	Occ	D	U	DB	S
*-	-	-----	*	-----	-----	*	*	--	*
1		PAY-SLR-AMT	N	8.2				AV	N
1		PAY-SLR-RMRKS-TEXT	A	25.0				AZ	N
1		PAY-SLR-CASH-CLCTN-IND	A	1.0				BD	N
1		PAY-SLR-ADJ-QTD-AMT	N	5.2				BE	N
1		PAY-SLR-ADJ-MTD-AMT	N	5.2				BF	N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=227
ADADBS FNDEF='01,AV,10,U,NU'
ADADBS FNDEF='01,AZ,25,A,NU'
ADADBS FNDEF='01,BD,1,A,NU'
ADADBS FNDEF='01,BE,7,U,NU'
ADADBS FNDEF='01,BF,7,U,NU'
/*
```

Invert the following superdescriptors:

#### NPS2-PER-HISTORY

File # 232

Ty	L	Field ID	F	Length	Occ	D	U	DB	S
*-	-	-----	*	-----	-----	*	*	--	*
SP	1	INSTALL-SSN-EFDATE-COMP-SEQ	A	22		D		ZN	N
SP	1	INSTALL-PRVSSN-EFDATE-COMP-SEQ	A	22		D		ZT	N

Consisting of:

#### INSTALL-SSN-EFDATE-COMP-SEQ

Source field name *	F	Length	Start	End	DB
NEW-INSTALL	A	4.0	1	4	LK
SSN	A	9.0	1	9	AV
EFDATE-COMP	N	8.0	1	8	TA
SEQ	N	1.0	1	1	SD

#### INSTALL-PRVSSN-EFDATE-COMP-SEQ

Source field name *	F	Length	Start	End	DB
NEW-INSTALL	A	4.0	1	4	LK
PREVSSN	A	9.0	1	9	SA
EFDATE-COMP	N	8.0	1	8	TA
SEQ	N	1.0	1	1	SD

Using the following commands:

```
//DDKARTE DD *
ADAINV INVERT FILE=232
ADAINV TEMPSIZE=???,SORTSIZE=???
ADAINV SUPDE='ZN=LK(1,4),AV(1,9),TA(1,8),SD(1,1)'
ADAINV SUPDE='ZT=LK(1,4),SA(1,9),TA(1,8),SD(1,1)'
/*
```

## 5.0 INSTALL DATA GLOSSARY

Load the ADABAS file NPS2-DATA-GLOSSARY (file #243, 4280 records) from the dataset MSMOV.NPPS.PROD.R840.R0502.GLS using the following ADABAS ADASAV utility commands.

```
ADASAV RESTORE OVERWRITE
ADASAV FMOVE=243
```

Changes were made for the inclusion of SLR fields in the data glossary.

## **6.0 CATALOG SOURCE CODE**

When installing software release 8.4, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

## **7.0 POST-PREDICT DATA CONVERSION**

Not applicable

## **8.0 JCL/BJS/Xerox MODIFICATIONS**

### **JCL**

#### CAEE006

Sample JCL will be provided to the Operational Support Team. Changes will include deleting 18 of the 20 EE datasets (leaving the first one of each grouping to be used for all centers). This will leave CMWKF01 and CMWKF12.

#### NPB000PA / Master File Change

As a result of changing NPB000LD, the LRECL of the master work file was changed from 9561 to 9591 (30 bytes) and the BLKSIZE was changed from 28683 to 28773 in all job streams that contain the &&MASTER file.

#### CA00003 & CA00004 / Personnel Mature Lock

A new step will be added as the first executable NAT step in CA00003 and after the &&MASTER step (executes NPB000PA) in CA00004 to execute a new program, NPB005. The only work file needed is the standard work file 8 (&&WORK8) to pass the selected centers. Sample JCL will be provided to the Operational Support Team.

#### Report 205

JCL and Job records will be added for the new CA00205 job. An example of the JCL will be provided to the Operational Support team.

Job Directory Screens

NPO2347

## UPDATE JOB DIRECTORY

# SCREEN 1

FUNCTION: C    JOB NUMBER: CA00205

RUN ORDER ----- CATEGORY CODE: 2 (1=PROCESS, 2=REPORT, 3=USER INITIATED)

----- CATEGORY SEQUENCE: 4

----- CATEGORY TYPE: 1 (1=PAY,2=PER,3=OTHER)

JOB TITLE: STUDENT LOAN REPAYMENT

AUTOMATIC SCHEDULE ---- RUN FREQUENCY: 0 (Q=QUARTERLY)

---- NEXT RUN DATE: 00 00 00 (MM DD YY)

PARAMETER DATA REQUIRED: **N** (Y OR N)

NPO2347

## UPDATE JOB DIRECTORY

## SCREEN 2

JOB NUMBER: CA00205      OUTPUT TYPE: H  
(H=HARDCOPY, T=TAPE, S=SPECIAL, B=S & T, K=H & T)

```
PRINT (OUTPUT) DEVICE ID: 999999____ INPUT TAPE REQUIRED(Y/N): _
PRINTER NODE:
```

PARAMETER		EDIT	MODULES	
01	RESERVED	02	NPO950PA	03
				04

# Xerox

## L&amp;E Form

A new Xerox form has been created for the Leave and Earnings Statement. This form name is LE5. This change incorporates the new SLR amounts.

The new form will be distributed to the Xerox contacts at each center via diskette or e-mail attachment whichever is applicable to the center.

## External Datasets

The existing GDG generations of the Leave and Earnings Statement created using pre-8.4.0 software (CA00555) may not run with the new Xerox form. A copy of the pre-8.4.0 generations will need to be kept for a period of time (5 pay periods from the implementation of this release) under another naming convention. The existing generations will need to be deleted as part of the implementation of this release.

## 9.0 SPECIAL INSTRUCTIONS

### 9.1 Update NPPS Release Number

The following process will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 8.4, enter "8.4" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

### 9.2 Applicable Tables Updates

The following tables must be updated in support of the software changes in this release. See the applicable Tables Release VDD for a description.

1. RNOO	20010063	NOAC 848
2. RREQFLD	20010063	NOAC 848/Screen C, L
3. TAWDTYP	20010063	Award Type 'W'
4. TNOAC	20010063	NOAC 848
5. TOPMMSG	20010063	Multiple msgs
6. TTAX	20010080	AL Head of Household
7. TPAYMSG	20010107	SLR

### 9.3 Add New Command Table Entry

A new entry must be added for the SLR screen.

On CMDTBL add a new entry:

TEMPLATE: SLR  
SUBSYSTEM: PA  
PROCESSOR: NAO1480  
DESCRIPTION: STUDENT LOAN REPAY  
INDEX: will be system assigned  
COMMAND LINE PROCESSING: Y

LOCAL TABLE: blank

#### **9.4 Update Security for New Command Table Entries**

The following process will update security profiles for the new SLR command:

1. Execute program NPO1400 from the Natural Command line.

#### **10.0 INSTALLATION CHECKLIST**

- 1.0 Back Up Existing Data
- 2.0 Copy Source
- 4.0 Install PREDICT
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 8.0 JCL/BJIS/Xerox Modifications
- 9.0 Special Instructions